



# go! Switch Off

## Christmas Switch Off Checklist

It's that time of year again when we ask everyone to turn off all non-essential equipment before leaving for Christmas.

Over a typical Christmas holiday period the university spends £180k on electricity. On Christmas Day itself we still manage to use 70% of our average annual daily consumption!

Help us to save energy during the Christmas closure by thinking carefully about which equipment has to stay on, and switching off everything else.

Even the smallest actions add up to big impacts. Let's see if we can make significant reductions to our electricity consumption, reduce our carbon emissions and save money.

- Together with your colleagues, use this checklist to switch off your office, department or lab before leaving for Christmas.
- Please send this form back to [sustainability@nottingham.ac.uk](mailto:sustainability@nottingham.ac.uk). We will use the information to help us identify issues and make improvements.
- Please report any maintenance problems to the Estate Office Helpdesk via the [online form](#).

### Switch off details

Date/time	
Area covered	
School / Department	
Conducted by	

### go! Switch off

	Complete Y / N or NA	Notes
All lights including desk lamps, display and decorative lamps		
Computers and monitors		
Shredders and laminators		
Chargers, for mobile phones, laptops etc		



Heaters		
Photocopiers		
Printers		
Air-conditioning		
Desk power points		
Display screens – plasma/LCD screens in foyers, televisions etc.		
Fridges		
Coffee makers and other kitchen appliances		
Lab equipment ( <a href="#">see separate checklist</a> )		

### What else you can do

Energy savings are for life not just for Christmas! These are some of the actions where we can make the biggest carbon reductions:

- **Switch off** all electronics and lights when you leave a room or when it's no longer needed.
- **Layer up** instead of turning the heating up.
- **Don't waste it** - only use what you need. Whether that's unplugging your devices when they've finished charging or only boiling what you need.

Find out more: [www.nottingham.ac.uk/sustainability](http://www.nottingham.ac.uk/sustainability)

**go!**  
Your sustainable  
choices matter.

